

Street Closure Application and Policy

Special events are important to our community. They bring excitement to our City and enhance our quality of life. The City of Wilmington is happy to assist Organizations and groups in providing quality events. To do such, we require completion of the attached application.

As of July 1, 2006 the City requires completion of this application for all street closure requests taking place on public property throughout the City of Wilmington. This permit is required in order to consider whether the activities proposed are in conformance with applicable laws and regulations and to ensure activities are not detrimental to public health, safety or welfare.

As of July 1, 2009 the City will charge a \$35 fee for events (with or without a street closure which will include two (2) barricades – additional barricades will be provided at a cost of \$10.00 each). In addition, the City requires fees for services listed as there are related costs for every event which the City does not anticipate and therefore budget.

Please review the entire application and complete it as accurately as possible to aid us in expediting your application. The following process takes place once your application is received:

- Applications should be sent to City of Wilmington, Downtown Services, 305 Chestnut Street, 2nd Fl. Wilmington, NC 28402, or faxed to 341-7802 at least 30 days in advance.
- Upon receipt, copies of the request will be sent to all City departments affected and certain outside organizations and businesses via email.
- If there are no concerns, Downtown Services will send Event Coordinator a copy of the signature page listing the event at the bottom of the page.
- After review and sign-off on signature page, each resident, organization or business owner has three to five (3-5) days to object to the street closure request.
- A business proprietor or merchant will not be granted a permit to close a street immediately around the location of his/her business for the sole benefit of that business.
- Reasons for rejection will be discussed with applicant to try and resolve issues.
- Upon Citywide acceptance, permit will be issued after the fee has been collected. Event coordinator may pick it up permit at 305 Chestnut Street 2nd Floor.

Applications must be received no later than 30 days prior to event date.

SPECIAL EVENT APPLICATION

Date of Application: _____

Contact Person: _____

Phone: _____ **Cell:** _____

Fax: _____ **Email:** _____

Sponsoring Organization: _____

Organization Address: _____

City: _____ **State:** _____ **Zip:** _____

Applicant Status:

☐ Wilmington residential or community group ☐ Government Agency

☐ Not for profit ☐ For profit federal Tax ID: _____

☐ Collaborative event (two or more organizations working together)

☐ Private Citizen (9 pm time limit)

Event Title: _____

Event Date: _____ **Rain Date:** _____

Time of event: _____

Set up time: _____ **Break down time:** _____

Clean up/Trash Removal plan: _____

Purpose of Event:

☐ First Amendment Rally

☐ Festival

☐ Memorial

☐ Block Party

☐ Fund Raiser

☐ Race (Please attach route)

☐ Parade

☐ Education

☐ Private Function

Other specify: _____

Event status: ☐ Open to the public ☐ Admission/Donations requested

☐ Not open to public ☐ Registration fee required

Have you held this event in previous years? ☐ Yes ☐ No

Approximate # of participants: _____ **Estimated Audience:** _____

Approximate # of event staff: _____

Location and/or route of event (attach site map and emergency plan of action):

Describe event activities, entertainment & participants, including VIP's. Attach extra pages if needed: _____

Will streets need to be closed for this event? ☐ Yes ☐ No

What streets will be closed? (please be specific - example: Willard Street between 3rd and 4th Streets) _____

Number of barricades needed ____ (Initial \$35 street closure fee include two barricades)

Location for the barricades to be dropped off/picked up (must be the same): _____

NOTE: Barricades must be returned in same condition as they were issued. Repair or replacement cost (\$60 check/credit card each) for barricades will be charged to the above listed contact person.

The following items will require an additional fee from applicant for use of Services.

Please check below all items that apply to your event:

- ☐ Selling products/concessions ☐ Yes ☐ No
- ☐ Using City power outlets (outside of Riverfront Park) \$125/day
- ☐ Closing streets/use of barricades (\$35 includes two (2) barricades additional barricades are \$10 each).
- ☐ The City requires an event coordinator to attach a site map demonstrating event activities and an emergency plan of action for street closures.
- ☐ The City reserves the right to require the presence of a police officer at any event requiring a street closure where alcohol is being served. The City also reserves the right to require police presence at non-alcohol induced events. The fee is (\$30/hr. WPD - \$40/hr. WFD (four hour minimum). The applicant will be required to comply with the City Police Department Off - Duty Officer Contract. Contact Katrina Scott – 910-343-4761.

The following services are not provided by the City.

Please contact appropriate organizations for assistance.

- ☐ **Using hydrants;** contact Cape Fear Public Utilities – Sweeney Water Treatment Plant 332-6739
- ☐ **Having fireworks; tents;** street fair or large outside public assemblage event contact City Fire Dept. 343-0696
- ☐ **Using port-o-lets;** NHC Health Dept. requires 1/100ppl 798-6667
- ☐ **Trash & Clean up:** Responsibility of the event coordinator to locate contractor for trash and clean up services in the CBD.) The City reserves the right to require a refundable event fee of \$200 as it is the responsibility of the event coordinator to restore the premises to its original condition.

Applicant signature _____ Date _____

Street Closing Permitting and Notification Procedure

1. All street closure applications must comply with the provisions of sec. 11-9 of the Wilmington City Code.
2. A completed event application shall be submitted to the City Downtown Services Office for review at a minimum of 30 days prior to the event. Incomplete applications will not be considered or accepted. The City shall notify the applicant when there are conflicts or concerns regarding the application. The City will issue an official sign-off sheet. When the sign-off sheet is returned, a permit on City letterhead will be issued at least seven (7) business days before the proposed street closure date.
3. The applicant is required to canvass the signature page to all businesses and residents within a full block, in each direction, of the planned activity to create awareness and collect signatures indicating that business was made aware and have no objection to the street closure (more blocks may be required where traffic flow and parking are heavily impacted). The applicant is responsible for seeing that business tenants and residents on upper floors receive the same notification and consideration as street-level tenants. Each recipient will sign or initial that they have been made aware and will check whether they approve or disapprove. The applicant will submit the original sign-off form to the City's Downtown Services Office. Incomplete sign-off sheets will not be accepted by the City Downtown Services Office, and may be grounds for denying permits. If the business owner or resident is unavailable, event coordinator must leave behind information (the note below) about the street closure with a contact number for Downtown Services staff.
4. Businesses shall have three to five (3-5) business days in which to notify the City of any concerns or objections in reference to the proposed street closure. The City shall attempt to resolve concerns or objections reported in consultation with the business and applicant.
5. The Downtown Business Districts welcome events but have special business needs in reference to vehicular and pedestrian traffic and parking, particularly during special shopping and sales seasons. In order to facilitate a positive relationship between downtown businesses and downtown event planners, special guidelines have been established for street closures in this area.

Restrictions

- A. Absent of compelling circumstances, a minimum of three blocks separation must be maintained between any two street closure locations occurring at the same date.
- B. No more than two permits shall be issued within any downtown business district or residential neighborhood for any given date.
- C. Any group/organization requesting to close a street in the downtown business districts (CBD) (see above description) should provide the city with insurance policy naming the city as a rider and may be required to hire one police officer per intersection.
- D. A business proprietor will not be permitted to close a street immediately around the location of his/her business for the sole benefit of that business.
- E. Holiday weekends may be reason for denial: i.e. the weekend after Thanksgiving is a strong weekend for retailers and thus a street closure may be denied.
- F. Applicant is responsible to clean, clear, repair or pay to repair damage to surrounding properties resulting from event attendees.
- G. In the event of natural or civil disasters, the City reserves the right to cancel all outstanding permits on both public and private properties within City limits. Should evacuation of a street, neighborhood, or

district be deemed necessary by fire, police, or other emergency authorities, all outstanding permits for that area are null and void. Permits will be re-granted as soon as possible after the State of Emergency proclamation has been lifted.

H. The City reserves the right to change, modify, update, or waive provisions of these guidelines where necessary for the public's health, safety or welfare.

I. The City reserves the right to cancel street closure permits and/or take further restrictive actions where necessary to assure adherence to these guidelines.